PURCHASE DIVISION
Advice for approval for credit to supplier

Date:	21/10/20	Prepared by:	D.SOWMYA
PO/WO no.	71094	PO / WO Date.	8/10/20.
Supplier Name	Reflections Electricals pvt ltd.	PO/WO amount	306.56.
Firm/Company	Modi properties pvt ltd.	Project	H.O.
Sl. No.	Bill No.	Bill Date	Bill amount
1	1366.	12/10/20.	307
2			
3			
4			
Amount A – Bills total(Excluding Transport & Hamali Charges):			307

Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN
1.	—	—		□ Yes □ No
2.				□ Yes □ No
3.				□ Yes □ No
Amount B –Other Credits : Transportation charges				–
Amount C –Other Debits :				–
Amount D (D=A+B-C) – Amount to be credited to the supplier:				307
Amount E – PO / WO value:				307
Amount F – Difference (A – E): GST-18%				–

Quantity received as per PO /WO	☑ Yes □ Excess received □ Short received □ Other (explained below)
Is difference between PO / Bill acceptable?	~~□ Yes □ No (explained below)~~
Excess / short material received	~~□ Approved – within acceptable limits~~ □ No (explained below)
Close PO / W?O	☑ Yes □ No – wait for balance material □ No (explained below)
Advance paid / PDC given (deduct when paying)	□ Yes – Rs.______/- ☑ No
Payment – due date	**24.10.2020**
Remarks:	

Approved by	Purchase Officer	Purchase Manager	Procurement Manager	M D	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Sowmya	[signature]					
Date	21/10/20	22/10					

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-

Tax Invoice

Reflections Electricals Pvt Ltd. 5-4-187/7, M G Road & R P Road Junction Karbala Maidan, M G Road Secunderabad - 500 003, T.S. TELE:27543785 Mb: 970 55 77 77 6 GSTIN/UIN: 36AADCR2047Q1ZZ State Name : Telangana, Code : 36 E-Mail : reflections_hyderabad@yahoo.com	Invoice No. **1366**	Dated **12-Oct-2020**
	Delivery Note	Mode/Terms of Payment **Against Delivery**
	Supplier's Ref. **1366**	Other Reference(s)
Buyer **Modi Properties Pvt Ltd** 5-4-187/3 & 4, II Floor MG Road, Secunderabad 500 003 GSTIN/UIN : 36AABCM4761E1ZM State Name : Telangana, Code : 36 Place of Supply : Telangana	Buyer's Order No. **71094/16559**	Dated **8-Oct-2020**
	Despatch Document No.	Delivery Note Date
	Despatched through **Your Self**	Destination **M G Road**
	Terms of Delivery	

Sl No.	Description of Goods	HSN/SAC	GST Rate	Quantity	Rate	per	Amount
1	**Plate 8M(S) Vinea BP968S**	8538	18 %	**1.0000 nos**	64.80	nos	**64.80**
2	**4M Plate Venia BP944**	8538	18 %	**5.0000 nos**	39.00	nos	**195.00**
							259.80
	OUTPUT CGST						**23.38**
	OUTPUT SGST						**23.38**
	Rounding Off						**0.44**
	Total			**6.0000 nos**			**₹ 307.00**

INWARD
Inward No: 566 Dt: 12/10/20
MRN No: Dt:
Received By: Samarjit Sign:
MODI PROPERTIES

MODI PROPERTIES PVT. LTD. * SEC'BAD *
INWARD
No. 10281
Date 20/10

Amount Chargeable (in words) *E. & O.E*

INR Three Hundred Seven Only

HSN/SAC	Taxable Value	Central Tax Rate	Central Tax Amount	State Tax Rate	State Tax Amount	Total Tax Amount
8538	259.80	9%	23.38	9%	23.38	46.76
Total	**259.80**		**23.38**		**23.38**	**46.76**

Tax Amount (in words) : **INR Forty Six and Seventy Six paise Only**

Company's VAT TIN : **28163593748**
Company's PAN : **AADCR2047Q**

Company's Bank Details
Bank Name : **State Bank of India**
A/c No. : **30033772668**
Branch & IFS Code : **M G Rod, Secunderabad & SBIN0003032**

Declaration
We declare that this invoice shows the actual price of the goods described and that all particulars are true and correct.

for Reflections Electricals Pvt Ltd.

REFLECTIONS ELECTRICALS PVT. LTD. * SEC'BAD *

Authorised Signatory

SUBJECT TO SECUNDERABAD/ HYDERABAD JURISDICTION

This is a Computer Generated Invoice

Purchase Order

 08-10-2020 5:05:34 PM

71094
05.10.20 3:23:15

From Company : **Modi Properties Pvt.Ltd.**
5-4-187/3 & 4, IInd Floor, M.G.Road, Secunderabad - 500003
G S T No. : 36AABCM4761E1ZM

Supplier Details			
Reflections Electricals Pvt. Ltd., 5-4-187/6, P.M. Modi Complex Ist Floor,M.G. Road,Sec-Bad -500 003	**Doc No**	71094	16559
	Doc Date	08-10-2020	
	Quote No	Nil	
GSTIN 36AADCR2047Q1ZZ 27540307	**Quote Date**	08-10-2020	
27543785.. 9849875767	**SupplyType**	Supply	

Kind Attn : MR.Shakib khan

Purchase Order for the Supply of following Items.

	Item Name	Qty	Rate	Dis%	GST	Amount
1	4632 - Electrical - other - Modular Plate - 8way - nos *BP968S*	1.00	216.00	70.00	18.00	76.46
2	4630 - Electrical - other - Modular Plate - 4way - nos *BP944*	5.00	130.00	70.00	18.00	230.10
				Total Order Value . . .		**306.56**

Rupees : Three Hundred Six and Paise Fifty Six Only.

Terms and Conditions :-

Specification / Brand	All items shall be of 'Wipro' brand,
Payment Terms	After Delivery & Production of bill
Tax	Inclusive of all taxes
Delivery Date	Next Day.
Delivery Location	Head Office 5-4-187/3 & 4, II nd Floor, M.G.Road, Secunderabad - 500003 Phone. 040-66335551
Penality For Delay	Nil
Transportation Cost	Transport cost shall be borne by us.
Warranty	10 years warranty.
Advance Paid	Nil
Other Terms	We reserve the right to reject items not conforming to quality and specifications.Payment as per actual receipt of material. Above order for HO purpose.
Completion Date	Nil
Measurment	Nil
Security	Nil
Remarks	Reg: ~~1556~~ 16556 is also included in this

For *Modi Properties Pvt.Ltd.*

Authorised Signatory

Name :

Accepted the above Terms And Conditions

For *Reflections Electricals Pvt. Ltd.,*

Name :

Date : __/__/____

Requisition Form

Company Name:	MPPL	Date:	07.10.2020
Site & Phase :	Head Office	Time:	11:40
Supplier		Req. No.	16559
Material required before date:		ID No.	60556

No	Description	Size	Quantity	Units	Inward No	Date
1	04 Modular Plate (Venia)	Std	05	Nos		
2	71094					
3						
4						
5						
6						
7						
8						
9						
10						

Remarks: - for Head Office 2nd Floor Electrical Fitting Work purpose.

APPROVED
08 OCT 2020
MINISH PARIKH
MANAGER PROCUREMENT

Prepared By	Rahul.T	Approved by	
Sign.& Date	07.10.2020	Sign. & Date	

Note: On receipt of material at site write inward number and date in last 2 columns.

Company Name:		Date:	
Site & Phase :		Time:	
Supplier		Req. No.	
Material required before date:	Urgent	ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks:

Prepared By		Approved by	
Sign.& Date		Sign. & Date	

Note: On receipt of material at site write inward number and date in last 2 columns.

Requisition Form

Company Name:	MPPL	Date:	07.10.2020
Site & Phase :	Head Office	Time:	16:40
Supplier		Req. No.	16556
Material required before date:		ID No.	60557

No	Description	Size	Quantity	Units	Inward No	Date
1	08 Modular Plate (Venia)	Std	01	Nos		
2						
3						
4						
5						
6						
7						
8						
9						
10						

APPROVED
08 OCT 2020
MINISH PARIKH
MANAGER PROCUREMENT

Remarks: - for Head Office 3rd Floor Pantry Room Electrical Fitting Work purpose.

Prepared By	Rahul.T	Approved by	
Sign.& Date	07.10.2020	Sign. & Date	

Note: On receipt of material at site write inward number and date in last 2 columns.

Company Name:		Date:	
Site & Phase :		Time:	
Supplier		Req. No.	
Material required before date:	Urgent	ID No.	

No	Description	Size	Quantity	Units	Inward No	Date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Remarks:

Prepared By		Approved by	
Sign.& Date		Sign. & Date	

Note: On receipt of material at site write inward number and date in last 2 columns.